

MANUFACTURING PA TRAINING-TO-CAREER GRANT

Program Guidelines
September 2023



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Section I – Introduction

A. Description

Manufacturing PA is part of Governor Wolf’s Jobs that Pay Initiative, which supports Pennsylvania’s manufacturing community by offering targeted programs and services through the PA Department of Community and Economic Development and its strategic partners. **Training-to-Career Grants** support projects that result in short-term work-readiness training, entry-level job placement, or the advancement of the manufacturing industry.

Grants shall be awarded to nonprofits on a competitive basis and capped at \$200,000. Applications that demonstrate both cash and in-kind match, as well as a path to sustainability, will be scored more favorably.

An emphasis will be placed on supporting those populations that face barriers to employment as defined by the Workforce Investment Opportunity Act (WIOA), included in these guidelines under Section X.

Grants under this program are processed under the authority of Section 3 of the Act of May 10, 1939 (P.L. 111, No. 51), known as the Commerce Law, which authorizes the Department of Community and Economic Development to undertake ways and means of promoting and encouraging the prosperous development of Pennsylvania business, industry and commerce, of expanding markets and promoting and developing new markets for Pennsylvania products, to encourage the location and development of new business, industry and commerce within the commonwealth, to aid in restoring employment in communities affected by unemployment, and to assist persons, firms, associations, political subdivisions, corporations, cooperative associations and other organizations in the execution of its duties and functions under the Act.

B. Mission

The mission of this program is to work collaboratively with local manufacturers to identify and teach missing essential skills for entry level applicants for existing or near future open positions, engage youth or those with barriers in awareness building activities of career opportunities in manufacturing, and advance capacity for local or regional manufacturers. The Manufacturing PA Training-to-Career Grants will not duplicate existing incumbent worker training programs such as WEDnet and Industry Partnerships, as it is designed to help companies identify and train individuals for entry-level employment.

Section II – Eligible Applicants

Any nonprofit entity that develops training programs and partners with manufacturing companies to deploy such programs to meet local or regional needs, including, but not limited to:

- Technical and trade schools
- School districts
- Post-secondary academic institutions
- Workforce investment boards
- Economic development organizations
- Nonprofit organizations.

The term Applicant does not include for-profit entities.

Section III – Eligible Uses of Funds

Projects must focus on the development and deployment of workforce training programs for individuals with barriers to employment, engage youth or those with barriers in awareness building activities of manufacturing career opportunities, and advance capacity for local or regional manufacturers to meet the needs of local and regional manufacturers that cannot be met through existing programs such as WEDnet and Industry Partnerships.

A. Awareness Programs

Awareness program projects support the advancement of the manufacturing industry through the engagement of youth or those with barriers to employment in awareness building activities related to career opportunities in manufacturing.

Awareness programs are limited to three funding grant awards, with tiered funding levels:

1. **Award 1:** Maximum request amount of \$200,000, with funding to be used for **new program development** (*see definition on Section X*); expansions of existing program will be funded under Award 2.
2. **Award 2:** Maximum request of \$100,000 for **program expansion** (*see definition on Section X*) of an existing and previously funded awareness program, with proven results.
3. **Award 3:** Maximum request of \$50,000.

Eligible Uses of Funds:

1. The implementation of awareness programs (including program development).
2. Regional domestic travel directly related to the project. Travel expense shall be incurred consistent with the Department's travel policy or the Applicant's travel policy, provided it has been pre- approved by the Department.
3. Staff salaries and fringe benefits attributable to execution of project.
4. Contracted professional services directly related to the implementation of the activities set forth in the proposal.
5. Preparation and publishing costs for educational and marketing materials, including expenses associated with the dissemination of such materials.
6. Administration costs other than those defined above as approved by the Department not to exceed 10% of project budget.

B. Training Programs

Training programs result in short-term work-readiness training that lead to entry-level job placement for individuals with barriers to employment. These projects work collaboratively with local manufacturers to identify and teach missing essential skills for entry level applicants for existing or near future open positions.

Applicant funding is limited to three grant awards per training program.

Eligible Uses of Funds:

1. The implementation of training programs (including curriculum development, skill certification and/or course completion).
2. Internships at small to medium sized companies.

3. Equipment purchases or shop modifications less than \$25,000 that will enhance worker training.
4. Regional domestic travel directly related to the project. Travel expense shall be incurred consistent with the Department's travel policy or the Applicant's travel policy, provided it has been pre-approved by the Department.
5. Staff salaries and fringe benefits attributable to execution of project.
6. Contracted professional services directly related to the implementation of the activities set forth in the proposal.
7. Preparation and publishing costs for educational and marketing materials, including expenses associated with the dissemination of such materials.
8. Administration costs other than those defined above as approved by the Department not to exceed 10% of project budget.

C. Ineligible Use of Funds

1. Costs unrelated to an approved proposal, including indirect expenses such as utilities, and/or professional services such as property maintenance.
2. Lobbying services or fines or reparations resulting from lawsuits, citations, or regulatory actions.
3. Out-of-state and foreign travel.
4. Costs incurred outside of the activity period identified in the formal grant contract between DCED and the applicant.
5. Other expenses deemed ineligible by DCED.

Section IV – Application Procedures

Applications will be accepted and evaluated on an ongoing basis with awards made to eligible applicants for as long as funds are available. The Contract Activity Period will be from the grant contract start date and will end within 24-months. Since awards are made on an ongoing basis, for as long as funds are available, project start and end times must be flexible.

To apply for funding, the applicant must submit the electronic on-line PA Department of Community and Economic Development Single Application for Assistance located at www.esa.dced.state.pa.us. Required supplemental information outlined in Appendix I of these guidelines must be attached electronically to the application as directed on the Addenda tab. For technical inquiries regarding the submission of the on-line application, contact the Customer Service Center at (800) 379-7448 or (717) 787-3405.

Section V – Application Evaluation

1. Applicants seeking Training to Career funds will be evaluated and reviewed by DCED.
2. Approval for all proposal project changes rests with DCED.
3. All activities must be in compliance with DCED policies, contracts, and guidelines.
4. DCED reserves the right to ask applicants to revise applications.

Section VI –Procedures for Accessing Funds

1. If approved, a commitment letter will be electronically issued to the applicant.
2. Following the execution of a grant contract, funds will be disbursed to grantees on a reimbursement basis. (See Invoicing in Section IX – Budgets, Revisions and Invoicing)

Section VII – Annual Activity and Project Closeout Reports

Annual Activity Report: Reporting to the Department will be on an annual basis. Annual Activity Reports shall be submitted electronically to the Office of Workforce Development by July 31st to report on the prior fiscal year's (July 1-June 30) grant activity. DCED will provide the template for the report.

Project Closeout Report: A final program report is required at the completion of the contracted timeframe, describing the final outcomes of the project, as well as a final financial closeout report. DCED will provide the template for the final grant program closeout report and the grant financial closeout report. Both reports are to be submitted electronically (gwross@pa.gov) to the Office of Workforce development within 120 days following the end date of the contract.

Section VIII – Program Requirements

A. Nondiscrimination

No assistance shall be awarded to an applicant under this program unless the applicant and the project user certify that the applicant and the project user shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the commonwealth's official nondiscrimination clause.

B. Conflict of Interest Provision

An officer, director, or employee of an applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

C. Project Records

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. The program office requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places.

Upon request of the program office, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

D. Pennsylvania Prevailing Wage Act

The Pennsylvania Prevailing Wage Act (43 P.S. §165-1 et. seq.) may be applicable to a project funded under this program. Prevailing Wage requirements are generally applicable to grants for construction, reconstruction, demolition, alterations, repair work, renovations, build-out and installation of machinery and equipment in excess of \$25,000. If applicable, the applicant is responsible for including prevailing wage rates in all bid documents, specifications, and construction contracts pertaining to the project funded under this program. The Department of Labor and Industry (L & I) has final authority to make prevailing wage applicability determinations. Questions may be directed to (717) 787-3681.

Section IX – Budgets, Budget Revisions and Invoicing

A budget will be submitted with the electronic single application showing the expense categories for the Department grant and the expense categories for any matching funds. The budget will be reviewed by the Department, and when approved, will be made a part of the grant contract with the Department.

A. Budget Revisions

After the applicant has a fully executed grant contract, the original budget may require revision of certain budgeted line items to reflect changing circumstances. A request for a budget revision should be made to the Office of Workforce Development contact at the Department and should include the description for the budget revision. A form/spreadsheet showing the original budget in one column and the proposed revised budget in a separate column should be included in the request. The Department will review the budget revision request and, if approved, send an approval letter. Please Note: Budget revisions must be submitted to the Department at least sixty days prior to the expiration of the contract.

B. Invoices

This is a reimbursement-based grant; therefore, funds must be expended prior to requesting reimbursement. When requesting payment for grant funds, the official requisition form provided by the Department must be used. Supportive documentation that shows the funds were expended as requested must accompany the requisition form. When the final invoice is submitted, the remaining balance column should show no funds remaining.

All request for payment forms along with supporting documentation should be submitted electronically to Gwen Ross with the Office of Workforce Development, gwross@pa.gov.

Section X – Definitions

Individuals with Barriers to Employment are participants fitting into one or more of the following populations:

- Displaced homemakers;
 - Low-income individuals;
 - Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166; Individuals with disabilities, including youth who are individuals with disabilities;
 - Older individuals;
 - Ex-offenders;
 - Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11434a (2)));
 - Youth who are in or have aged out of the foster care system;
 - Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
 - Eligible migrant and seasonal farmworkers, as defined in section 167(i);
 - Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)
 - Single parents (including single pregnant women);
 - Long-term unemployed individuals; and
 - Such other groups as the Governor involved determines to have barriers to employment;
- Manufacturing Enterprise – An enterprise engaged in the giving of new shapes, new qualities or new combinations to matter by the application of skill and labor.

“New Program” – A manufacturing awareness program that has not received funding under this program in previous years.

“Program Expansion” – An existing program that has previously received funding under this program, that is expanding the outreach efforts of the program, either through new initiatives or expansion of service area.

Industrial Resource Centers (IRC) – Pennsylvania has seven IRCs strategically located throughout the commonwealth that serve as the state’s lead economic development organizations, providing support to the manufacturing community. IRC contact information can be found at pamade.org.

Section XI – Program Inquiries

Program inquiries should be directed to:

PA Department of Community and Economic Development
Office of Workforce Development
Gwen A. Ross, MPA
Director of Workforce Development Initiatives
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Telephone: 717.720.7386

Email: gwross@pa.gov

These guidelines can also be accessed online at dced.pa.gov.

Appendix I – Supplemental Information

When applying for a grant under this program, the applicant must complete the PA Department of Community and Economic Development Single Application for Assistance, and provide additional items that adequately address the complete project details including:

1. **Detailed Project Description** – Provide a narrative which discusses all of the following:
 - a. A detailed description of the proposed awareness or training project,
 - b. Explanation of the need for the project,
 - c. Explanation of the intended use of grant funds (how project will be implemented),
 - d. Timeline of project
 - e. Proposed performance metrics, both qualitative and quantitative, to evaluate success of proposed project, and
 - f. Detailed description of the role of applicant and others involved (community partners, industry associations, employers, etc.).
2. **Sustainability Plan** – a detailed plan outlining how the project will continue after receipt of grant funds.
3. **Financial Need** – Financial need shall be demonstrated and must state whether or not the project can proceed without the investment of Manufacturing PA Training-to-Career Grant funds. To further demonstrate the need for a Manufacturing PA Training-to-Career Grant, applicant is encouraged to identify what steps have been taken to secure other sources of funding.
4. **Personnel/Staffing Plan** – A personnel/staffing plan must be submitted for each applicant and partner applicant. Applicants must submit a personnel plan listing all positions that will be charged to the budget for the entirety of the project period. The personnel plan must include the names, position titles, salaries and the percentage of time dedicated to the project. The sum of all salaries charged to the project must equal the amount on the “Personnel” budget line-item.
5. **Commitment and Match Letters (one page each)** – Both Commitment and Match Letters should include a short description of the entity providing the letter and a description of how the entity is involved in the project.
 - a. **Commitment Letters:** The following entities are required to provide a commitment letter: local manufacturing businesses, the regional Industrial Resource Center (see Section X), and the Local Workforce Development Board or CareerLink.
 - b. **Match Letters:** Match letters should include the amount of funds being offered as match, if they are direct or in-direct, and how the funds are to be used. Match must be used within the grant contract period.